

## **BARCOMBE PARISH COUNCIL**

### **FACILITY HIRE (SPORTS PAVILION, UPPER AND LOWER RECREATION GROUNDS)**

#### **Terms and Conditions**

##### **1. Hirer**

The hirer must be over 18. The hirer will be responsible for paying the hire fee(s), for the way in which the facilities are used, and for the satisfactory condition of the facilities at the end of the hire period.

##### **2. Cancellation**

Barcombe Parish Council (BPC) reserves the right to cancel, without notice, any hire of its premises. If this happens the fee paid will be refunded to the hirer, but the Council will not be held liable for, or required to pay compensation for, any loss by the hirer due to cancellation.

##### **3. Order**

The hirer is responsible for the preservation of good order during the hire period, and for any damage that may be done to the facilities. No fixings (nails, etc) can be put into the Sports Pavilion's walls, floors or furniture. Stiletto heels are not permitted in the Sports Pavilion. If damage occurs during the hire period, BPC may make it good: but by accepting these Term and Conditions the hirer agrees to pay the full cost of any repairs.

##### **4. Licensing**

The facility hired must not be used for any purpose for which a statutory license is needed, unless the appropriate license has been granted to the hirer. The hirer must observe all requirements of any license.

##### **5. Safeguarding Children**

The hirer is responsible for ensuring that effective safeguarding measures are in place to protect children using BPC's facilities.

##### **6. Catering services**

The kitchen forms part of the Sports Pavilion for hire purposes. The hirer must:

- Comply with all relevant legislation and, in particular, the Food Safety Act 1990 and Food Hygiene Regulations 1970 as amended in 1990 and 1991.
- Be certain that the premises and equipment are left 'as found'.
- Be responsible for breakages, losses, damage, etc.
- Remove all rubbish and food waste from the premises.

##### **7. Electrical systems**

Alteration or addition to the Sports Pavilion's lighting or electrical systems is strictly forbidden.

##### **8. Fees and Charges**

Payment must be made to Barcombe Parish Council within 28 days of receipt of an invoice from the Parish Clerk. Special arrangements can cover repeat bookings.

##### **9. Cancellation/Postponement of Hire**

Bookings can be cancelled or postponed up to one day in advance of the start of the hire period, either via [www.barcombpc.net](http://www.barcombpc.net) or by telephone/email to the Parish clerk.

##### **10. Indemnity**

The hirer indemnifies Barcombe Parish Council against any action, proceeding, claim or demand which may follow the hire of BPC's facilities.

### **11. Hire of Recreation Grounds**

No warranty is given by BPC that the field or open space is fit for the use proposed by the hirer. The hirer must satisfy his/her self regarding the facilities suitability, and take all reasonable precautions for the safety of all persons likely to use area hired during the period of hire.

The hirer is responsible for supervising the behaviour of all individuals using the field, and will not allow it to be used in a way which causes nuisance or annoyance to the occupiers of neighbouring premises.

Lines may not be marked on the field or grassed area without the specific consent of BPC, via the Clerk.

The hirer must not allow the field or any part of it to become fouled by dogs.

### **12. No smoking policy**

It is against the law to smoke in a substantially enclosed space.

### **13. Fire regulations and exits**

The Hirer is responsible for ensuring that all users and visitors to the Sports Pavilion, during the period of hire, are made aware of the building's fire precautions and exits.

Ends